

**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT  
BUREAU OF WASTE MANAGEMENT**

Access of Public Information Record

Please provide the following information for KDHE's record. The information provided will become a permanent record for the file(s) that was/were reviewed.

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PHONE \_\_\_\_\_

FILES REQUESTED:

Current or Former  
Company Name

Street  
Address

City


Were copies of the records obtained? YES      NO      Total Number of Copies: \_\_\_\_\_

The records you are reviewing are part of permanent State of Kansas records, many of which are original documents that cannot be replaced. As a matter of professional courtesy, the records should be kept in the chronological order as present for review. The records shall not be removed from the premises. The records shall not be altered, damaged or destroyed.

I full understand the above stated policy and I will comply with the Kansas Open Records Act in obtaining these records. I also understand that the Kansas Open Records Act prohibits a person from obtaining a list of names and addresses from public records for the purpose of selling or offering for sale any property or service to the persons listed. I certify that the use of information obtained from these records will not be used for such purposes.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Kansas Department of Health & Environment  
Bureau of Waste Management (BWM)

Fees & Instructions for Copies of Files

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1. If a employee from our bureau makes the requested copies, the charge is **\$.25/copy**.
2. If person requesting the copies makes them, then the charge is **\$.15/copy**.
3. If a BWM employee makes the copies and it is requested those copies be faxed, there will be an **additional \$.50/page**.
4. **If the charge for copies does not exceed \$5.00, there will be no charge unless the copies requested require being sent offsite (such as Kinko's), then the actual copying charges from that company will apply.** Generally, the only documents that this will apply to are maps and other oversized documents.
5. Payment for the copies is not required at the time of service unless preferred by the person obtaining the copies. An invoice will be sent to the business and or place of residence. When remitting payment, please include a copy of the invoice with your check or money order, so that the payment may be properly noted.
6. Copies can be mailed to you through regular mail or FedEx with actual shipping/mailling charges being added to the invoice.
7. Additional time may be required to make requested copies due to voluminous records.